

**Student Academic Progress Reporting Process  
Blackfeet Community College  
Issksiniip Project**

The Issksiniip Project, a Health Profession Opportunity Grants (HPOG) project, funded by the Administration for Children and Families' Office of Family Assistance, has developed a promising strategy to improve output and outcomes for enrolled participants. Through early intervention aimed at academic success, this project takes a proactive approach to the participant training process, addressing problem areas early on and meeting them with solutions. The entire Issksiniip Project team works together to create a support network for the participants.

The process works like this. Every other week, individual progress forms are generated by the data technician, emailed to staff, and distributed by the retention counselor to students. The students take their forms to the instructors, who indicate both academic and attendance progress and sign off with their initial. The students then return the forms by the due date to the retention counselor, either in person or by leaving them under his door.

At 3:00 p.m. on the due date, the academic counselor, data technician, and mentor/tutor coordinator together determine which students need tutoring or other assistance. The academic counselor and mentor/tutor coordinator then meet with students who need mentoring, tutoring, or counseling regarding their academic programs. If these students do not attend tutoring, or if they consistently fail to submit progress reports, financial services will be suspended. The data technician, case manager mentor/tutor coordinator, and retention counselor determine on an individual basis if and when financial services are to be suspended and what steps are required for reinstatement. Services may be reinstated when students submit progress reporting forms and make good faith efforts to improve.

The mentor/tutor coordinator updates all Issksiniip staff regarding decisions to suspended services or reinstate services. All staff know which students are not progressing and which students are not submitting progress reports so that checks are not mistakenly given out or held. All staff are expected to provide individual blank progress reports if necessary and to direct students regarding the academic progress reporting process, which is illustrated on a flow chart that clearly outlines staff and student responsibilities in every step in the process.